

JOB DESCRIPTION

Diocese of Orange - Saint Joseph Catholic Church - Placentia, CA

Date Prepared: 11/08/2024	Prepared by: Dcn. Nick Sherg
Date Issued: 12/06/24	Approved By: Fr. Martin Vu
Date Revised: N/A	Approved By:

Position Title: Custodian

Job Classification: Non-Exempt, Part Time (20-24 hours/week, including some weekends, evenings and holidays. Overtime may be required based on event demands.)

Department: Maintenance & Operations

Reports to: Facilities Manager

Pay Scale: \$18.00/hour to \$20.00/hour depending on experience.

Supervisory Responsibility: None

Summary Overview: The Custodian is responsible for the physical facilities of the church, school, buildings, grounds, and parking lots by ensuring the facilities are fully operational, safe, clean and neat, and prepared for services and ministry activities.

REQUIRED FUNCTIONS

- Upholds and supports the vision, values, and mission of St. Joseph Catholic Church and School. Ability to effectively collaborate and promote parish ministries and events in a creative manner and with attention to detail.
- Compassionate, ethical, self-driven individual that demonstrates strong work ethic, is punctual, reliable, and possess a professional manner with strong organizational, interpersonal, and communication skills. Is able to complete assigned tasks in a timely manner without direct supervision.
- General custodial tasks which include cleanup of parish campus to include emptying trash containers, cleaning restrooms, vacuuming carpeted areas, mopping hard floor surfaces, cleaning and dusting counters, cleaning doors and windows.
- Trash removal, sweeping, and cleaning of paved gathering areas, sidewalks, and patios as required.
- Ensure all church facilities and grounds are consistently well maintained.
- Minor equipment repairs, lighting, and general building maintenance.
- Event and meeting set up in various parish buildings.
- Will coordinate with another part-time custodian in completing daily tasks.
- Assumes additional responsibilities and activities after mutual discussion and agreement with Pastor/Administrator, Parochial Vicar, Director of Evangelization, Business Manager, and/or Facilities Manager.

ESSENTIAL FUNCTIONS

- Creates a welcoming environment and maintains organization in department and personal workspace and storage areas.
- Maintain a strict level of confidentiality regarding parishioners, donors, and employees.
- Elevated level of enthusiasm and committed to creating a dynamic and spiritual environment.
- Knowledge of security practices and protocols
- Knowledge of safety practices and applicable regulations
- Ability to multi-task in a fast-paced environment, balance competing priorities and tight deadlines, work under pressure and remain flexible to the needs of the parish.

DESIRED FUNCTIONS

- Invest in the Spiritual, Intellectual, Human, and Pastoral growth pillars of the parish.
- Practicing Catholic deeply rooted in faith and discipleship.
- Continued personal faith and professional development through opportunities offered at the diocesan and parish levels.

PHYSICAL REQUIREMENTS & EQUIPMENT OPERATED

- The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job.
- Performing physical activities that require considerable use of arms, legs, and movement of whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.
- Must be able to access the second floor by stairs.
- Ability to lift/carry, up to approximately 50 pounds frequently, and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Standard cleaning and landscaping tools (including power).

QUALIFICATIONS AND EXPERIENCE

- High School Diploma or G.E.D.
- Ability to safely use common power and hand tools. Has knowledge of procedures, practices, tools and equipment used in janitorial environment.
- Must possess the ability to follow oral and written instructions in English and/or Spanish.
- Work independently with little direct supervision.
- Use judgement related to emergency and safety matters.
- Good time management with the ability to complete tasks efficiently and safely.
- 1 to 2 years' experience as handyman or custodian
- Familiarity with and adherence to the teachings of the Roman Catholic Church
- Maintenance and technician certifications are preferred